

## SDOT Street Use Permitting and Project Design Review Process

### Issues

There is an evolving standard procedure for SDOT's *Major Projects Group*, which is a group instituted within SDOT to manage and coordinate on capital projects that affect City facilities in City ROW.

Based on discussions with SDOT staff, what this means to us is that SDOT does not differentiate between the 30/60/90 design review that they want to do for the AWW projects and review of project information that they must perform in order to issue a permit.

In discussions with SDOT, as well as our reading of City codes, there does not appear to be any City code requirement related to submittal of a "complete application" for Street Use Permits. Having an agency confirm that an application is "complete" usually triggers a timeline within which a regulatory agency must issue a permit. It would generally be to a project's benefit if there were a process by which an agency would find applications "complete". SDOT has no published criteria for a "complete application".

In this case, then, there is no need to wait until 60% design to submit a permit application for street use permits. The iterative design plans and specs that we submit, in addition to the one-page Street Use permit application form with ROW use calculations, constitute the application. The MOA currently under construction needs to reflect this process.

**Comment [JLH1]:** We have never really filled this part of that form in. Also the city so far has never applied it.

Kate, Jesse, and I met with Sandy and John Baggs to discuss what their review process looks like and how it relates to issuance of a permit. Please see the attached diagram.

Following this approach means that we need to clarify what role the PPT has in obtaining Street Use Permits for electrical relocation, as well as future projects.

### Proposed Design Team/PPT Coordination Process

1. The Design Team works directly with SDOT including determining and holding appropriate City coordination meetings and submitting plans and specs to SDOT for review. SDOT will route those plans and specs to a host of reviewers including staff from SCL, SPU and others as needed.
2. The PPT will confirm the type of Street Use permit that will be required and the appropriate form to use.
3. The PPT will complete and submit the permit application form as soon as possible in the design phase. SDOT would like the form early to get the projects into their review database and give City staff a head's up on what's coming in for review.
4. The PPT may need to submit a revised and completed application form later in design when more detail on ROW usage, etc is available.

**Deleted:** Sue

**Comment [JLH2]:** Doubt Baggs will think this is necessary

5. Other than ensuring that appropriate application paperwork is filed with the City, the role of PPT staff will be:
- a. To help facilitate resolution of City comments on design plans and specs as needed, with the understanding that resolution of these comments is required in order for SDOT to issue a Street Use permit.
  - b. To track application submittals and permit issuance.
  - c. To assist the Compliance/Mitigation Team (Gwen McCullough et al) in getting permit conditions into project specifications. Keep in mind that there may also be City permit conditions that will arise from City comments that will not need to be reflected on plans and specs, since they could be actions for WSDOT to implement, not the contractor. The PPT will facilitate discussions as needed with SDOT on these conditions if they occur.
6. In order to fulfill this role, the PPT will need to be invited to all coordination meetings with SDOT and will need to see SDOT comments that are submitted to the Design team on the plans and specs as well as proposed Design Team responses to comments. The PPT's primary role will be a supplementary one to the Design Team, to help confirm that City comments are responded to as needed in order for SDOT to issue a Street Use Permit. PPT staff will not talk directly to City staff about design issues relative to the project. The Design Team will determine who the appropriate point of contact with the City will be.

**Comment [JLH3]:** I had not really thought about but we do need to talk with Gwen on this since the whole contract document will essentially become a compliance document plus whatever we agree to do but not put in the contract.

**Comment [JLH4]:** Why not? Do you mean the PPT will not talk to City alone without design team members? Seems a bit severe.